

**MINUTES OF THE MARCH 23, 2021 REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF YAMHILL COUNTY**

Call to Order:

Chair Morrow called the regular meeting to order at 6:04 pm.

Roll Call:

The meeting was held via Zoom. Board Commissioners present were Joyce Morrow (Chair), Fred Mickelson (Vice-Chair), and Toney Cinnamon, Catherine Jones and Greg Smith. Management staff present were Vickie Ybarguen, Megan Ramos, Yanira Vera, David Hummel and Maricela Morales-Garcia. Board liaison Mary Starrett did not attend.

Approval of Minutes:

Commissioner Cinnamon moved to approve the minutes of the regular meeting held on February 23, 2021. The motion was seconded by Commissioner Jones, and unanimously approved.

Public Comments:

None

Reports of the Secretary:

Finance Report by Maricela: Maricela reviewed the financial reports for the month. She reported that it was a short month so some of the expenses came in a little lower. Maricela also reported that Katya Urraco gave notice with her last day being April 2, 2021. The position is currently posted internally, and will go external on March 31, 2021.

Systems Report by Steven (reported by Vickie): Vickie reviewed the report for the board highlighting that we have implemented PHA Screening, and are working to implement Rent Café. Steven is also working on wiping and recycling old desktops.

Asset Management and Rehab Report by Yanira: Yanira reported that we are at 97.8% physical occupancy and 95.8% financial occupancy. She pointed out the low financial occupancy at Fresa Park and explained it was due to adjustments going back over an extended period. Yanira stated that we are having a slight increase in tenants not paying rent, and are working with them to find available assistance.

Yanira reported that the rehab department submitted the application to divide the Lafayette property, a review which will take about 8 weeks. She is hoping to involve David in the process of constructing these homes. She stated that Darcy has obligated \$331,000 of the \$395,000 construction funds available for the McMinnville CBDG grant, and was applying for a grant in Newberg.

Development and Maintenance Report by David: David provided an update on Woodside Park, stating that it was determined the project would need to be at prevailing wage. There was a bid walk on March 18th, with bids due by April 2nd. David also reported that he has completed the property CNA's a week and a day ahead of schedule.

David requested board approval to purchase an additional work van this year as they are being discontinued. Commissioner Jones made motion to approve this purchase, which was seconded by Commissioner Smith and unanimously approved.

Housing Services Report by Megan: Megan reported that we had two FSS graduates in February. She stated that we are continuing to pull individuals from the wait list for both the Housing Choice Voucher and Mainstream programs in order to utilize as much funding as possible. Riley Sherman was certified to teach Ready to Rent and these classes will be offered online in the coming months.

She stated that the Housing Resource Center is starting to offer more online classes.

Executive Director Report by Vickie: Vickie reviewed her report, highlighting her continued work on Stratus Village, our partnership with Health and Human Services on their complex in Sheridan, the Woodside Park refinance, and OHCS' Landlord Compensation Program.

Reports of Committees:

None.

Unfinished Business:

Status of Various Properties and Opportunities: Vickie reported that it was determined we would need to construct Stratus Village in two phases to make our funding applications more competitive. We have submitted a LIHTC pre-application for Phase I, with the full application being due 4/30/2021. It is our hope that we would be able to apply for funding for Phase II in 2022.

New Business:

Resolution 21-03 Annual PHA Plan: Commissioner Cinnamon made motion to approve the annual plan, with Commissioner Jones seconding it. The motion was unanimously approved.

Additions to the Agenda:

None.

Executive Session: Chair Morrow moved the meeting in to executive session at 6:38 and returned the meeting to regular session at 7:00.

Adjournment:

Commissioner Cinnamon moved to adjourn the meeting. This was seconded by Commissioner Jones and unanimously approved. The meeting was adjourned at 7:01. The next meeting of the HAYC Board will be held at 6:00 pm on April 27, 2021.

Respectfully submitted